

LOCAL RECORDS COMMISSION OF COOK COUNTY

Minutes
December 11, 2018

A meeting of the Local Records Commission of Cook County was held in the State of Illinois Video Conferencing Centers in Springfield and Chicago. The meeting was called to order at 11:00 A.M. by Martha Martinez, Chairman, Cook County Board President's designee and Chair of the Commission.

CHICAGO SITE:

Members Present: Martha Martinez, Cook County Board President's designee and Chair of the Commission; Michael Peters on behalf of Brian Bannon, City of Chicago designee; Kathy McKee, Cook County State's Attorney's designee; Ivana Dabizljevic for Lawrence L. Wilson, Cook County Comptroller;

Members Absent: None.

Staff Present: Deneena Norton, Records Archivist.

SPRINGFIELD SITE:

Members Present: Ian Hunt, designee for the Illinois State Historian.

Members Absent: David Joens, Director of Illinois State Archives and designee for Jesse White.

Staff Present: Robert Boots, Chief Deputy Director of Illinois State Archives; Carol J. Moreno, Administrative Clerk, Records Management Section.

The minutes of the October 09, 2018 meeting of the Local Records Commission of Cook County were reviewed by the Commission. Mr. Peters made a motion to approve the minutes as submitted. Mr. Hunt seconded the motion. The motion carried and was approved unanimously.

OLD BUSINESS:

None.

NEW BUSINESS:

Secretary of State Designee

Ms. Brenda Glahn is appointed as Secretary of State Designee and voting member of the commission by Illinois Secretary of State Jesse White for the purpose of today's meeting.

2019 Proposed Meeting Dates

Ms. Martinez accepted the proposed 2019 schedule and acknowledged receipt in file.

Retention Research

Mr. Boots informed the commission that several cook county police departments have requested an update to the standard retention for Adult/Juvenile Arrest Case Files. The update includes the addition of the following two record categories:

1. Retain arrest case files for all misdemeanor crimes for three (3) years after closure of case, then dispose.
2. Retain offense case files for all crimes in which there is no arrests for one (1) year after expiration of the statute of limitations, then dispose.

Ms. McKee made a motion to approve the update to the standard retention for Adult/Juvenile Arrest Case Files. Mr. Peters seconded the motion. The motion carried and was approved unanimously.

New Applications

The Local Records Commission of Cook County reviewed the following new application:

18:032C–Lemont Fire Protection District (Lemont). Ms. McKee made a motion to approve the new application as submitted. Ms. Glahn seconded the motion. The motion carried and was approved unanimously.

Application Add-Ons and Amendments

The Local Records Commission of Cook County reviewed the following add-ons & amendments:

01:032C–Hickory Hills Park District (Hickory Hills). There were two application add-ons (items: #79 and #80). Ms. McKee made a motion to approve all add-ons as submitted for 01:032C. Mr. Peters seconded the motion. The motion carried and was approved unanimously.

04:005C–Hoffman Estates Park District (Hoffman Estates). Mr. Peters proposed two updates for the second retention in record series, *Surveillance Recordings Hoffman Estate Park District*, item #80.

1. Addition of the word “thirty” after the words “recorded over/over written”
2. Enclosure of the number “30” in parentheses

The retention will read as “When the video recording captures no potentially probative evidence; the recording may be recorded over/over written thirty (30) days after an approved Disposal Certificate is in place.”

Ms. Glahn made a motion to approve the add-on for 04:005C as amended. Ms. McKee seconded the motion. The motion carried and was approved unanimously.

04:035C–Elk Grove Park District (Elk Grove). There was one application add-on (item: #99). Ms. Glahn made a motion to approve the add-on for 04:035C as submitted. Ms. McKee seconded the motion. The motion carried and was approved unanimously.

12:008C–Western Springs Police Department (Western Springs). There was one application add-on (item: #119). Mr. Peters made a motion to approve the add-on for 12:008C as submitted. Ms. Dabizljevic seconded the motion. The motion carried and was approved unanimously.

18:016C–Forest Preserves District – Landscape Maintenance (Maywood). There were five application add-ons (items: #17, #18, #19, #20 and #21). Ms. McKee made a motion to approve all add-ons for 18:016C as submitted. Mr. Peters seconded the motion. The motion carried and was approved unanimously.

18:021C–Forest Preserves District Office of the General Superintendent (Chicago). There were three application add-ons (items: #22, #23 and #24). Ms. Dabizljevic made a motion to approve all add-ons for 18:021C as submitted. Ms. Glahn seconded the motion. The motion carried and was approved unanimously. There were two application amendments (items: #12 and #17). Mr. Peters made a motion to approve all amendments for 18:021C as submitted. Ms. Dabizljevic seconded the motion. The motion carried and was approved unanimously.

11:029C–Village of Schaumburg/Police Department (Schaumburg). There was one application amendment (item: #23A). Ms. McKee made a motion to approve the amendment as submitted for 11:029C. Ms. Dabizljevic seconded the motion. The motion carried and was approved unanimously.

PUBLIC COMMENT:

A public comment was given by Mr. Jon A. Duncan, General Counsel of the Housing Authority of Cook County.

Mr. Boots mentioned that today's meeting would be the last for Deneena Norton as a state employee. He noted that she is starting a new position in the Cook County Records Center. Mr. Boots thanked Ms. Norton for her years of service and wished her well in her new role.

The date of the next meeting of the Local Records Commission of Cook County is scheduled for 11:00 AM on Tuesday January 8, 2019 at the Illinois Department of Central Management Services' Video Conference Center located in Room 9-035 of the James R. Thompson Center, 100 West Randolph, Chicago, Illinois and the CMS Video Conference Center located in the LLCC-Capital City Training Center at 130 West Mason, Springfield, Illinois.

ADJOURNMENT:

Ms. Glahn made a motion to adjourn. Mr. Hunt seconded the motion. The motion carried and was approved unanimously.

Minutes submitted by: Carol J. Moreno, Administrative Clerk, Records Management Section.